

ELEVATOR PERMIT APPLICATION

OFFICE OF BUILDING CODE SERVICES
FAIRFAX COUNTY, VIRGINIA
COMMERCIAL INSPECTIONS DIVISION
12055 Government Center Parkway, 6th Floor
Fairfax, Virginia 22035-5504 Phone: (703) 324-1910

FILL IN ALL APPROPRIATE INFORMATION (Please print or type)	
JOB LOCATION:	
ADDRESS _____	
BUILDING _____	TENANT NAME _____
OWNER INFORMATION: OWNER <input type="checkbox"/> TENANT <input type="checkbox"/>	
NAME _____	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____
TELEPHONE (H) _____	(W) _____
CONTRACTOR INFORMATION: SAME AS ABOVE <input type="checkbox"/>	
COMPANY NAME _____	
MASTER _____	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____
TELEPHONE _____	
STATE CONTRACTOR LICENSE # _____	
COUNTY BUSINESS ACCOUNT # _____	
APPLICANT:	
WORK DESCRIPTION: (check boxes that apply)	
EQUIPMENT: NEW <input type="checkbox"/> REPAIR/REPLACE <input type="checkbox"/> MODERNIZE <input type="checkbox"/>	
BUILDING: NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> ADDITION <input type="checkbox"/>	
CONTRACT VALUE: _____	
VALUE OF LISTED EQUIPMENT: _____	

NOTE: The permit holder is responsible for scheduling required inspections and for ensuring that final approvals are received prior to use of the listed equipment, or part thereof, as required by the Virginia Uniform Statewide Building Code. See the reverse side of this form for more information on inspections.

The information on the reverse side of this form is a part of this application and must be complied with. I hereby certify that I have authority to make this elevator permit application, that the information is complete and correct, and that the proposed work will conform to the Virginia Uniform Statewide Building Code and other applicable laws and regulations which apply to the property.

PERMIT # _____

SEE REVERSE SIDE FOR INFORMATION REGARDING INSPECTIONS

DO NOT WRITE IN THIS SPACE—COUNTY USE ONLY		
DATE _____		APPROVED BY: _____
LICENSING _____	_____	_____
FEE \$ _____		
APPROVED FOR ISSUANCE OF ELEVATOR PERMIT		
BY _____		DATE _____

ELEVATORS AND CONVEYING SYSTEMS:

quantity

- M15 _____ Construction elevator
- M15 _____ Conveyor
- M13 _____ Dumbwaiter, hand
- M14 _____ Dumbwaiter, power
- M15 _____ Elevator, freight- # of floors _____
- M16 _____ Elevator, passenger- # of floors _____
- M59 _____ Elevator repair / modernization, freight
- M60 _____ Elevator repair / modernization, passenger
- M17 _____ Escalator
- M61 _____ Escalator repair / modernization
- M34 _____ Manlift
- M17 _____ Moving walk
- M33 _____ Private chair lift
- M38 _____ Private residential elevator
- M46 _____ Sidewalk elevator, hand
- M45 _____ Sidewalk elevator, power
- M33 _____ Wheelchair lift
- M00 _____ Other _____

REMARKS: _____

Signature of Owner, Master, or Agent

Date

Printed Name and Title

Note to Property Owners: If you have made arrangements with a contractor to do this work, Fairfax County strongly suggests that the contractor be the party to secure the permit. When contractors obtain the permit in their name, they indicate their responsibility for the work. You should avoid obtaining the permit in your name for work that will be performed by a contractor. When a permit is issued solely to the owner, enforcement actions against the contractor for Code violations become more difficult. In addition, when a contractor applies for the permit, the County will verify that the contractor is licensed as required by state and local laws. Unwillingness on the part of a contractor to obtain the permit may be an indication that the contractor is not appropriately licensed. If you have any questions concerning this matter, please call the Permits Division at (703) 222-0801 prior to signing this permit application.

Expiration of Permits: An issued permit is non-transferable and shall become void if the authorized work has not commenced within six months after issuance, or if the work is suspended for a period of six or more months after having commenced. Requests for permit extensions may be made in writing to the Permits Division at 12055 Government Center Parkway, 2nd floor, Fairfax, Virginia 22035-5504. Requests must be received prior to the expiration of the permit. Expired permits cannot be extended.

Right of Appeal: Decisions of the Building Official may be appealed to the Fairfax County Board of Building Code Appeals in accordance with the Virginia Uniform Statewide Building Code, the *Code of the County of Fairfax* and the Board of Appeals' current procedures.

Inspections: Elevator Inspections are scheduled by directly contacting the inspection firm listed below. The permit holder is responsible for contacting the inspection firm and scheduling the required inspections.